



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel

Transmittal Letter: PER-481

Date: August 19, 2003

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### **3 FAM 3710 MEDICAL TRAVEL, 3 FAM 3720 REST AND RECUPERATION (R&R) TRAVEL, 3 FAM 4120 EMPLOYEE RESPONSIBILITIES ABROAD, 3 FAM 7360 FURNISHING NAMES AND SALARY DATA AT REQUEST OF HOST GOVERNMENT, 3 FAM 7520 DELEGATION OF AUTHORITY, 3 FAM 7560 GENERAL POLICY AND AUTHORITY**

#### **CHANGES**

1. Subchapters listed above have been revised to reflect management officer vice administrative officer.
2. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

#### **FILING INSTRUCTIONS (Paper Copies Only)**

1. Remove and destroy old subchapters and replace with the attached revised subchapters, TL:PER-481 08-19-2003.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist. Then fill in the entry line for TL:PER-481, and initial.

## DISTRIBUTION NOTICE

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3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(DIR)**